Committee Reports

2006/2007 Communications Committee Annual Report

August 1, 2007
Prepared by Emily Okada & Suzanne Mudge

Communications Committee members for 2006-2007 were Emily Okada & Suzanne Mudge, co-chairs, Kirby Cheng, Erika Dowell, Vincci Kwong, Jian Liu, and Kathleen Hanna (InULA Board liaison)

The full committee met in person and via conference call this year. We also created an OnCourse-CL Collaboration site to make it easier to share files and documents among committee members. Kathleen Hanna, our liaison to the Board, was invaluable in keeping us "on track."

The committee fulfilled its charges - to publish two issues of InULA Notes and administer the InULA listserv and web site.

InULA Notes:
We published two issues of InULA Notes - in November and May. We now have an InULA Notes editorial team: Erika and Emily. We would like to recruit correspondents from each campus to provide short pieces about the accomplishments and interests of librarians. Our focus will be on librarians rather than on libraries. The May issue debuted the "Around the State column. We will continue to introduce new librarians and hope to re-introduce "senior" members of the library faculty.

Future issues will focus on topics such as faculty status, and professional development. We will post a call for article proposals and authors on InULA-L. In the meantime, contact Emily or Erika with suggestions.

InULA Listserv:
The procedures and directions for maintaining and updating the listserv are being documented and will be ready for primetime by the end of August. Policy for membership on the listserv still needs to be determined.

Website:
A website sub-committee composed of Vincci, Jian, and Suzanne:

1. added documents from the old site to the "Reports and Documents" sections (consisting of Current, Historical (core documents relating to faculty status, InULA revitalization, and tax exempt status), and Archives (past minutes and yearly reports);
2. fixed broken links;
3. updated current content, including images and InULA logos for past issues of InULA Notes; and
4. created documentation to maintain the current style sheets and archiving system.

Before the end of the current InULA year, we need to:

1. bring this year's reports and minutes up-to-date;
2. add information on InULA-L, with a mechanism to search the listserv archive; and

3. make a final review of the old website and delete it.

One task will need to be ongoing - to fill in gaps for the site's archived documents, from 1994 to the present (i.e., documents never on the old site).

We believe we have all the documents posted from the old site. For that reason, we would appreciate it if current and past Board members and committee chairs would check for documents from their tenures that are not on the site and send missing files, if they have them. We would also appreciate feedback on broken links or other problems with the site. People can email feedback and documents to Suzanne through August.

Vincci Kwong has volunteered to become the new InULA website content manager, beginning in September. Jian Liu will continue as webmaster, performing the yearly updating of cgi scripts for electronic forms.

Postlude

A goal with all of these projects has been to document procedures and decisions with the hope that future Communications Committee members will not have to revisit the same issues every year. With this goal completed, Emily Okada & Suzanne Mudge are stepping down as co-chairs.